



STATE OF CALIFORNIA
DEPARTMENT OF JUSTICE
FIREARMS DIVISION

P.O. Box 820200, Sacramento, CA 94203-0200
(916) 227-5367 Telephone • (916) 227-3700 Facsimile



Employee Certificate of Eligibility
Report of Employment
Instructions on Reverse

COE HOLDER INFORMATION

Name _____ COE Number _____

Address _____
Street City CA ZIP

California Driver's License or I.D. Number _____ Date of Birth _____
mm/dd/yyyy

EMPLOYER INFORMATION

Firearm's Dealership Name _____ CFD # _____

Name of Licensee _____
Please Print

Business Address _____
Street City CA ZIP

Employee COE Holder Declaration

I certify I currently hold the COE listed above. My employer has informed me that I am required to maintain a current COE and provide a copy to him/her. I understand that if my COE is revoked, the licensee(s) of the dealership named above will be notified of the revocation. I understand that if I terminate my employment with this dealership to ensure the protection of my privacy I will notify DOJ by submitting a Firearms Dealership Agent Certificate of Eligibility Termination of Employment Notice (FD 118) to DOJ within 10 days of termination. I declare under penalty of perjury (Penal Code sections 118 et seq., and 672) that all statements made on this document are true and complete.

Signature

Date

Employee Certificate of Eligibility Report of Employment

Instructions

This form is to be completed and submitted to the Department of Justice (DOJ) when a person who currently holds a valid Certificate of Eligibility (COE) becomes an employee of a licensed California firearms dealer who requires that his/her employees to possess a COE (Penal Code section 12071(b)(20)). The transmittal of this form to DOJ will associate your name with the dealer with whom you are employed. If, during the term of this COE, or upon renewal, you are found to be lawfully prohibited from possessing firearms, your COE will be revoked and you and the licensee stated on this form will be notified of the revocation.

To ensure your privacy, when you terminate employment with this firearms dealership, complete a Termination of Employment Notice (FD 118) and submit it to the DOJ. The transmittal of that form to DOJ will result in the department disassociating your name with the dealership.

Please complete the form and mail it to:

Department of Justice
Firearms Division - COE
P.O. Box 820200
Sacramento, CA 94203-0200

or send via facsimile to:

(916) 227-3700 - Attn: COE

If you have any questions, please contact the Firearms Division at (916) 227-5367.